



Dear Applicant:

We are pleased that you have shown interest in serving your community as a Court Appointed Special Advocate, and would like to provide you with some information about the CASA Program.

The Snohomish County CASA Program began in 1978. The program trains volunteers who serve as a Court Appointed Special Advocate for abused and neglected children in the juvenile justice system within Snohomish County. The program goal is to ensure that a child's right to a safe, permanent family is acted on in a sensitive and expedient manner.

The role of the CASA includes the following responsibilities: investigate, advocate, report, and monitor. Orientation, ongoing training opportunities, consultation and support are provided to assist you in fulfilling your role as a CASA.

The Snohomish County CASA Program serves as a national model for many other jurisdictions across the nation. For more detailed information about the CASA program, please feel free to research the Washington State CASA website at <http://www.wacasa.org> and the National CASA website at <http://www.casaforchildren.org>.

Please fill out the enclosed application, questionnaire and confirmation memo, and click the *send my application* button at the bottom of the form to email it in to initiate the intake process for the training session of your choice.

If you have any questions, please feel free to call (425) 388-7854. We are always happy to answer any questions you may have.

Thank you for your interest in applying to volunteer with the Snohomish County CASA program. We look forward to hearing from you.

Sincerely,

Snohomish County CASA Program

Snohomish County CASA Program
2801 10th Street
Everett WA 98201
(425) 388-7854
csu@snoco.org

Snohomish County CASA Program

Volunteer Job Description



The Court Appointed Special Advocate Program:

The mission of the Snohomish County CASA program is to recruit, train, and support quality volunteer advocacy for the best interests of abused and/or neglected children involved in the court system. The program's goal is to provide representation for the dependent children in Snohomish County through well-trained and supported community volunteers acting in the role of court appointed special advocates.

Who is the dependent child?

Dependent children are defined as those children who are under 18 years of age, who have no parent willing or able to care for them, or who are abandoned, abused, or neglected and under the care of the Department of Social and Health Services (DSHS) Children's Administration. A court appointed special advocate may be appointed for these children to represent what is in their best interests to the court during the dependency process.

CASA Volunteer Duties:

The Court Appointed Special Advocate (CASA) is appointed by a judge, through the CASA Program of Snohomish County Superior Court, to serve as an advocate for the best interests of a child who is the subject of a Dependency proceeding in Superior Court. The primary duties of the CASA are:

Investigate: Collect relevant information about the child's situation; gather objective, fact-based information about the child's situation; review confidential, case related documents, speak with individuals related to the case (parents, relatives, caseworker, teachers, counselors, foster parents, doctors) and report to the court factual information regarding the best interests of the child;

Interview: To meet with, interview, or observe the child, depending on the child's age and developmental status, and report to the court any views or positions expressed by the child on issues pending before the court;

Monitor: To monitor all court orders for compliance and to bring to the court's attention any change in circumstances that may require a modification of the court's order; To report to the court information on the legal status of a child's membership in any Indian tribe or band;

Report: To complete, in a timely manner, written reports to the court that address the historical and current facts of the child's situation, the CASA's conclusions based on the facts, and the CASA's recommendations to the court to serve the best interests of the child;

Recommendations: CASAs may make recommendations based upon an independent investigation regarding the best interests of the child, which the court may consider and weight in conjunction with the recommendations of all of the parties;

Advocate: To represent and be an advocate for the best interests of the child; attend all court hearings pertaining to the child, submit timely court reports, and attend case staffings.

Right to Counsel: To inform the child, if the child is twelve years old or older, of his or her right to request counsel and to ask the child whether he/she wishes to have counsel.



MINIMUM JOB REQUIREMENTS:

A Court Appointed Special Advocate must be at least 21 years of age, have a high school education, must possess a valid driver's license and have access to transportation. The CASA must complete an application form and authorize the CASA Program Staff to check at least three references unrelated to the applicant. The CASA must authorize and pass a criminal background check, which includes national, state, and local records checks, as well as a Child Protective Services (CPS) record check. The CASA Program Coordinator will interview the qualified applicants to determine suitability for the training program and CASA volunteer position.

The CASA must be comfortable speaking, reading and writing in the English language, be able to write coherent reports that are fact-based and logical in its conclusions and recommendations, and to assertively speak to the child's best interests in court. The CASA must agree to perform the duties as described above, in an ethical and lawful manner, and consistent with the policies of the CASA Program, and in accordance with the Guardian ad Litem court rules and Washington State RCWs. The CASA must be willing to make a minimum commitment of staying with the Program for the duration of their assigned case.

Court Appointed Special Advocate Pre-Service Training

The CASA Pre-Service Training Program has three primary goals:

1. To give the volunteer specific guidelines as to the role and function of a CASA;
2. To impart knowledge of the Juvenile Court Dependency System and the support services provided by the CASA Program, and
3. To provide training in the necessary skills needed to perform the role of the Court Appointed Special Advocate, such as interviewing, gathering information, report writing, cultural competency, confidentiality, records management, testifying and courtroom etiquette. Case consultation and legal support are also provided to all CASAs.



Application for Volunteer CASA Position: Part I

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Cell Phone: _____ Work Phone: _____ OK to Call YES NO

Preferred Phone: _____ Email _____

Training Session Applying For: _____ Date of Birth: _____

Gender: _____ Ethnicity: _____

How did you hear about the Snohomish County CASA Program? _____

Have you ever volunteered for a CASA program? YES NO If yes, when/where? _____

Have you ever been arrested, charged and/or convicted of a felony? YES NO

If yes, explain: _____

Education

High School Mark Years Completed **9** **10** **11** **12** YES NO Diploma: YES NO

College Name: _____ Years Completed: **1** **2** **3** **4** **5** **6** **7** **8**

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Years Completed: **1** **2** **3** **4** **5** **6** **7** **8**

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Total Years Education Count 12 years for completing high school _____ Are you still attending school YES NO If yes, how often? _____

References

Please list three references; 2 must be professional, one may be personal. Family members will not be considered.

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Email: _____

Employment History

Company: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Volunteer History

Organization: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Organization: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Have you ever been asked to leave a volunteer position? Yes No If yes, Why? _____

Specialized Training or Experience

Do you have specialized training or experience in any of the following areas?

_____ Adverse Childhood Experiences (ACES)	_____ Domestic Violence
_____ Autism	_____ Mental Health Issues
_____ Bilingual (fluent in more than 1 language)	_____ Special Education
_____ Child Developmental Delays	_____ Substance Abuse/Alcoholism
_____ Dependency Court System	_____ Trauma Informed Care (TIC)

Have you ever worked for the juvenile court system? Yes No

Have you ever worked for the Department of Social and Health Services? Yes No

Have you ever been a foster parent? Yes No

Are you currently a foster parent? Yes No

Driver's License Verification

Do you hold a valid Washington State Driver's License? Yes No Please submit a copy of your Driver's License with application.

Do you have vehicle insurance? Yes No Please provide a copy of your vehicle insurance with application.

Do you have convenient access to a car/transportation? Yes No

Do you have any restrictions on your ability or willingness to drive? Yes No If Yes, What?

Disclaimer and Signature

I understand that by submitting this application, I authorize inquiries to be made concerning my suitability as a volunteer. I further acknowledge that my service as a volunteer is an at will appointment and may be terminated by the CASA Program at any time. The information requested in this application, and such as may otherwise be obtained, will be used only for the purpose of determining suitability as a volunteer. All information will be held in confidence.

Criteria used in the selection of volunteers will be such as to insure the individual is able to meet the responsibilities of a volunteer court appointed special advocate. No individual will be rejected because of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation or disability.

Completion of application, interview and training process does not guarantee acceptance into the program.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a volunteer position, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Court Appointed Special Advocate Program
Snohomish County Juvenile Court
2801 10th Street
Everett Washington 98201
(425) 388-7854
csu@snoco.org



Application for Volunteer CASA Position: Part II *(When responding, you are not limited to the space provided. Feel free to include additional pages if needed.)*

Supplemental Questions

Why do you want to be a court appointed special advocate?

Share something about yourself that most people don't know; something special that could be said about you if you were introduced to a group of people.

Have you or any of your family members or friends ever been involved with the foster care system or Child Protective Services? If yes, please elaborate.

Supplemental Questions Continued

Describe some of the opportunities you have had to work in diverse, multicultural and inclusive settings.

CASAs need to be able to utilize MS Office Suite to write reports (MS Word), organize calendar events and email folders (MS Outlook). What is your skill level and experience utilizing MS Office Suite?

From: _____, Training Applicant

Date: _____

I am available for the training dates for the following session:

- July 2019 August 2019
 September 2019 October 2019
 November 2019



July 2019

Wednesday, July 24 9 am-5:00 pm
Saturday, July 27 9 am-5:00 pm
Wednesday, July 31 9 am-5:00 pm

August 2019

Wednesday, August 14 9 am-5:00 pm
Saturday, August 17 9 am-5:00 pm
Wednesday, August 21 9 am-5:00 pm

Mandatory Refresher Training

Wednesday, October 23 5:30 – 7pm

Mandatory Refresher Training

Wednesday, August 14 5:30 – 7pm

September 2019

Wednesday, Sept. 11 9 am-5:00 pm
Saturday, Sept. 14 9 am-5:00 pm
Wednesday, Sept. 18 9 am-5:00 pm

October 2019

Wednesday, Oct. 16 9 am-5:00 pm
Saturday, Oct. 19 9 am-5:00 pm
Wednesday, Oct. 23 9 am-5:00 pm

Mandatory Refresher Training

Wednesday, Jan. 15, 2020 5:30 – 7pm

Mandatory Refresher Training

Wednesday, Jan. 15, 2020 5:30 – 7pm

November 2019

Wednesday, Nov. 13 9 am-5:00 pm
Saturday, Nov. 16 9 am-5:00 pm
Wednesday, Nov. 20 9 am-5:00 pm

Mandatory Refresher Training

Wednesday, Jan. 15, 2020 5:30 – 7pm

Signature

Printed Name